United Nations ST/SGB/2002/16

Secretariat

27 December 2002

Secretary-General's bulletin

Organization of the secretariat of the Economic and Social Commission for Western Asia

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the secretariat of the Economic and Social Commission for Western Asia (ESCWA), promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The secretariat of the Economic and Social Commission for Western Asia:

(a) Promotes economic and social development through regional and subregional cooperation and integration;

(b) Serves as the main economic and social development forum within the United Nations system for the ESCWA region;

(c) Supports the development by its member States of norms and standards that facilitate economic relations and integration within the region and into the world economy;

(d) Undertakes research and analysis and promotes policy measures for the economic and social development of member States;

(e) Gathers and disseminates information and data relating to the economic and social development of the region;

(f) Organizes conferences and intergovernmental and expert group meetings and sponsors training workshops, symposia and seminars;

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(g) Formulates and promotes development assistance activities and projects commensurate with the needs and priorities of the region, acts as an executing agency for relevant operational projects and provides technical advisory services and project-specific consultations to Governments, intergovernmental organizations and non-governmental organizations;

(h) Coordinates ESCWA activities with those of the major departments/ offices of the United Nations at Headquarters, as well as specialized agencies and intergovernmental organizations, such as the League of Arab States, the Gulf Cooperation Council and the Organization of the Islamic Conference, with a view to ensuring maximum complementarity and synergy;

(i) Provides substantive and secretariat services and documentation for ESCWA and its subsidiary bodies.

2.2 The secretariat of ESCWA is divided into organizational units as described in the present bulletin.

2.3 The secretariat of ESCWA is headed by the Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5 as amended by ST/SGB/2002/11.

Section 3
Executive Secretary

3.1 The Executive Secretary of ESCWA is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ESCWA and its administration; assists and advises the Secretary-General on matters concerning economic and social development in Western Asia and acts as a focal point in the Secretariat on matters concerning the economic and social development of the region; represents the Secretary-General on special assignments relating to issues of economic and social policy on Western Asia; identifies broad strategies for the development and implementation of the programme of work of ESCWA; and maintains close contact with representatives of member States and associate member States, as well as with other departments and offices of the United Nations Secretariat, the specialized agencies, intergovernmental organizations and non-governmental organizations.

Section 4
Deputy Executive Secretary

4.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

4.2 The Deputy Executive Secretary is responsible for advising the Executive Secretary on all matters concerning the Secretariat and its work in the region; assisting the Executive Secretary in the overall programme oversight, planning, coordination, direction and management of ESCWA's activities to promote economic and social development and technical cooperation within the region; assisting the Executive Secretary in the implementation of resolutions and decisions of ESCWA, the Economic and Social Council and other intergovernmental organizations; assisting the Executive Secretary in maintaining liaison with member

States and associate member States, United Nations organs and other organizations; deputizing for the Executive Secretary in his or her absence; coordinating the ESCWA Statistics Subprogramme; heading the Interdivisional Statistics Steering Committee; and undertaking any other tasks as assigned by the Executive Secretary.

Section 5
Office of the Executive Secretary

5.1 The Office of the Executive Secretary is headed by the Secretary of the Commission, who is accountable to the Executive Secretary.

5.2 The core functions of the Office of the Executive Secretary are as follows:

(a) Providing the Executive Secretary with advice on matters relating to the work of ESCWA associated with governmental and intergovernmental meetings and meetings of its subsidiary bodies and non-governmental organizations;

(b) Servicing the Executive Secretary and facilitating the exercise of his or her supervisory responsibilities;

(c) Overseeing the conduct of the sessions of ESCWA and the sessions of its intergovernmental subsidiary bodies, and organizing and servicing conferences, meetings and seminars in cooperation with the relevant units of the secretariat of ESCWA and with the Department for General Assembly and Conference Management at Headquarters;

(d) Maintaining relations with United Nations Headquarters, the Economic and Social Council and other United Nations entities; coordinating external relations and maintaining close contact with member States, intergovernmental and non-governmental organizations, the host Government and other United Nations offices located in Lebanon, and providing information on the deliberations and decisions of ESCWA as required;

(e) Maintaining relations with the host Government;

(f) Enhancing ESCWA's image and public networking in the region.

Section 6
Statistics Coordination Unit

6.1 The Statistics Coordination Unit is headed by the Deputy Executive Secretary, who is accountable to the Executive Secretary.

6.2 The core functions of the Unit are as follows:

(a) Acting as the regional focal point for the United Nations Statistics Division of the Department of Economic and Social Affairs, other United Nations, international and regional agencies and member States;

(b) Organizing and coordinating the meetings of ESCWA's Intergovernmental Statistics Committee;

(c) Coordinating the meetings of the Interdivisional Statistics Steering Committee.

Section 7
Globalization and Regional Integration Division

7.1 The Globalization and Regional Integration Division is headed by a Chief who is accountable to the Executive Secretary.

7.2 The core functions of the Division are as follows:

(a) Conducting studies and advising the member States on the latest world trade issues and the economic and market considerations;

(b) Promoting policies and programmes aimed at strengthening the process of economic cooperation and integration among member States;

(c) Conducting studies on member States' policies on intraregional and international movement of people, capital and trade and facilitating regional cross-border trade and investment;

(d) Conducting comparative studies of the impact of fiscal and monetary policies on the development of regional cooperation;

(e) Conducting labour demand and supply analysis and studying intraregional labour flows;

(f) Studying the existing and projected needs of the tourism industry and of transportation infrastructures in the region;

(g) Providing member States with technical assistance on current world trade issues.

Section 8
Information and Communication Technology Division

8.1 The Information and Communication Technology Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Assisting member States in developing a common vision and understanding of the information society;

(b) Providing assistance to member States in formulating and implementing their information and communication technology development policies and strategies;

(c) Providing substantive servicing to the Consultative Committee on Scientific and Technological Development;

(d) Promoting national and regional software development activities and following up and developing relevant frontier areas in the field of information and communication technology;

(e) Providing member States with technical assistance on current issues relating to information and communication technology.

Section 9
Sustainable Development and Productivity Division

9.1 The Sustainable Development and Productivity Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Promoting regional and subregional cooperation with regard to energy, natural resources, the environment, agriculture and industry and assisting member States in the harmonization of policies, measures, norms and standards in these areas;

(b) Promoting integrated water resource management and contributing to mechanisms for equitable sharing of water resources between countries of the region;

(c) Monitoring the implementation of Agenda 21 in the region and assisting member States in formulating, developing and implementing environmental policies;

(d) Assisting member States with the introduction of scientific and technological variables into socio-economic planning with a view to ensuring sustainable development;

(e) Supporting the private sector and the development of entrepreneurship.

Section 10
Economic Analysis Division

10.1 The Economic Analysis Division is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Providing periodic economic statistics, deriving indicators at the regional and country levels and forecasting the economic situation for macroeconomic policy, formulation and analysis;

(b) Providing planners and policy makers with development and macroeconomic indicators, including growth and productivity performance, and projections for comparative analysis;

(c) Undertaking analytical studies of current financial and economic trends in member States within regional and global contexts and deriving financial indicators for the countries of the region;

(d) Providing assistance to member States in formulating and implementing their economic development policies and strategies and their systems of national accounts.

Section 11
Social Development Division

11.1 The Social Development Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Assisting member States in formulating integrated social policies and programmes;

(b) Providing assistance to member States in formulating and implementing their social development policies and strategies;

(c) Undertaking studies and providing guidelines, information and assistance for the improvement of human resources development programmes;

(d) Monitoring and analysing poverty in countries of the region and formulating policies and programmes aimed at the alleviation of poverty;

(e) Monitoring and analysing population issues and trends in countries of the region;

(f) Studying and assisting with community development and the development of civil society in member States;

(g) Studying human settlement problems in member States;

(h) Addressing critical issues related to health, education, human rights, governance, rights of the child, gender equality, youth mainstreaming, the aged, the role of women in development and social change.

Section 12
Programme Planning and Technical Cooperation Division

12.1 The Programme Planning and Technical Cooperation Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Assisting the Executive Secretary in setting priorities and coordinating the development of an integrated programme of work;

(b) Monitoring and evaluating programme performance, identifying problems and proposing corrective measures for subsequent programming cycles;

(c) Coordinating activities with other United Nations organizations and regional and subregional organizations with similar mandates;

(d) Assisting the Executive Secretary in managing and following up on the operational activities of ESCWA's technical cooperation programme;

(e) Supporting, in collaboration with substantive divisions, the formulation and implementation of extrabudgetary projects relevant to ESCWA's work programme and the needs of member States and assessing the impact of these projects.

Section 13
Administrative Services Division

13.1 The Administrative Services Division (ASD) is headed by a Chief who is accountable to the Executive Secretary.[1]

13.2 The core functions of the Division are as follows:

(a) Providing administrative direction and all appropriate support services (including human resources management, financial, general services, communication and electronic data-processing services) to the secretariat of ESCWA;

(b) Advising the Executive Secretary on all administrative, management, security and organizational matters;

(c) Conducting staff/management relations;

(d) Operating, maintaining and supporting, in coordination with ESCWA's organizational units, technology-based management systems, including the Integrated Management Information System;

(e) Providing common service arrangements for ESCWA and other United Nations offices and agencies occupying the ESCWA headquarters building (UN House);

(f) Providing central control, management and maintenance of ESCWA's information and communication technology infrastructure;

(g) Administering the implementation of the Headquarters Agreement signed between the United Nations and the host Government.

Section 14
Conference Services Section

14.1 The Conference Services Section is headed by a Chief who is accountable to the Executive Secretary.

14.2 The core functions of the Conference Services Section are as follows:

(a) Providing conference, publishing, language and library services; producing and disseminating ESCWA's printed and electronic documentation and publications to member States, ESCWA's organizational units, the general public and educational institutions;

(b) Planning conference requirements with the chiefs of divisions of ESCWA and other United Nations organizations and government authorities;

(c) Organizing, servicing and providing interpretation and high-quality documentation for the sessions of ESCWA, intergovernmental subsidiary bodies conferences, meetings and seminars, in cooperation with the relevant units of the secretariat of ESCWA and the DGACM at Headquarters;

[1] The Chief of the Division, like other directors of administration and executive officers, is accountable to the head of department, as a partner in administration for programme implementation. Directors of administration and executive/administrative officers are also accountable to central administration for the appropriate utilization of resources, both human and financial.

(d) Providing technical, administrative and logistical support to meetings held as part of the regular substantive programme of ESCWA, including meeting arrangements and translation and processing of relevant documents.

Section 15
United Nations Information Service/United Nations Information Centre

15.1 The United Nations Information Service and the United Nations Information Centre are headed by a Chief who is accountable to the Executive Secretary.

15.2 The core functions of the Information Service and the Information Centre are as follows:

(a) Providing a broad range of information services for ESCWA and for other United Nations offices and agencies in Lebanon;

(b) Disseminating information on and increasing awareness and promoting the activities of ESCWA and other United Nations offices and agencies in Lebanon and of the United Nations as a whole;

(c) Developing and conducting mass media campaigns and maintaining contacts with representatives of the media;

(d) Providing information and feedback to the Department of Public Information at Headquarters in New York.

Section 16
Final provisions

16.1 The present bulletin shall enter into force on 1 January 2003.

16.2 The Secretary-General's bulletin of 13 February 1999, entitled "Organization of the secretariat of the Economic and Social Commission for Western Asia" (ST/SGB/1999/1), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General